

## **REQUEST FOR PUBLIC RECORDS – CITY OF WEST LAFAYETTE, INDIANA**

**Request Information:** To inspect or receive a copy of public records, you must complete this request and give it to the department which keeps the records.

Name and Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

My request is to:    ☐ Inspect requested record(s)        ☐ Receive a digital copy of the requested record(s)

☐ Receive a printed or other physical copy of the requested record(s) (*Note: There may be a charge.*)

The public record(s) that I am requesting are (please be as specific as possible): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

### **Request Log-in by City**

*The City must respond to a request within 24 hours if form is presented in person or within 7 days if received by (e-)mail.*

Request received by: \_\_\_\_\_ Dept.: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

### **Response by City**

Responder: \_\_\_\_\_ Title: \_\_\_\_\_ Date and Time Completed: \_\_\_\_\_

Response was: ☐ picked up on date \_\_\_\_\_ ☐ (e-)mailed on date \_\_\_\_\_

☐ requested record(s) available for inspection at \_\_\_\_\_

☐ copy of requested record(s) provided – Copying charge: \$ \_\_\_\_\_

☐ requested record(s) not furnished because of inadequate identification  
(information requested is unclear or non-specific)

☐ The following requested record(s) is not being disclosed for the following reason(s): \_\_\_\_\_

☐ The requested record(s):

- ( ) relates to negotiations between an economic development commission with industrial or commercial prospects created while negotiations were in progress.
- ( ) are an inter- or intra-agency record(s) that are expressions of opinion or are of a speculative nature which were created for the purpose of decision making.
- ( ) is a diary, journal, or other personal notes.
- ( ) is a personnel file of a public employee or an employment application for public employment.
- ( ) is software owned by the City or entrusted to it.
- ( ) were specifically prepared for discussion or development during discussion in an executive session in which the public was excluded.
- ( ) are investigatory records of a law enforcement agency whose disclosure is not required.
- ( ) is a job title or job description of a law enforcement officer.

☐ A list of public employees may not be disclosed or used for commercial purposes.

☐ Criminal history information of an individual may not be revealed for the desired purpose.

☐ Other (specify) \_\_\_\_\_

☐ The requested record(s) have been declared confidential:

- ( ) by state statute.
- ( ) by an agency under specific authority granted by statute.
- ( ) by the Indiana Supreme Court.
- ( ) as required by federal law.

☐ The requested record(s) contains:

- ( ) trade secrets.
- ( ) a person's confidential financial information not filed pursuant to state statute.
- ( ) an attorney's work product prepared in anticipation of litigation.
- ( ) test questions, answers, or other examination data used in administering a licensing or employment examination before it is given or is to be given again.
- ( ) employment examination test scores of a person identified by name who has not consented to release.
- ( ) administrative or technical information that would jeopardize a record keeping or security system.
- ( ) the identity of a donor of a gift to the City who has requested or required that his or her identity not be disclosed.